1.4.10 PRE-DEPLOYMENT EQUIPMENT TESTING AND PREPARATION

1.4.10.1 ExpressVote Pre-Deployment Test and Preparation

- Load the ExpressVote with the desired polling location
- ███████████████████████████ switch the ExpressVote to **Official**
- Select ███████████████████████████████
- Enter ███████████████████████
- Select ███████████████████████████████████
- Verify the **Automatically Adjust for Daylight Savings Time** box is checked
- Verify the correct polling location is on the ExpressVote
- Print a ballot using the ExpressVote to verify all printer components are working properly
- Save the ballot card to use for testing the precinct scanner(s)
- Power down the ExpressVote and ███████████████████████
- The ExpressVote is now ready to be deployed to the polling location

1.4.10.2 DS200 Pre-Deployment Test and Preparation

- Load the DS200 with the desired polling location
- Verify the DS200 displays the correct polling location information
- Verify Public Count is zero
- Select ████████████████████████████
- Select ██████████████████████████ and enter ██████████████████████
- Select ████████████████████
- Select ██████████████████
- If needed, update the date and time then select ████████
- Select ████████████████
- Select ████████
- Select ████████████
- Verify two Zero Reports automatically print when DS200 is activated
- Verify the information on the Zero Reports are correct
- Scan in an ExpressVote marked ballot card for the polling location
- Scan in hand marked ballots for the polling location
- Verify the public count is correct
- Press the ██ ████████████
- Verify two Results Reports print automatically
- Remove the thumb drive from the DS200 and insert it into the ElectionWare workstation
- In ElectionWare, select ████████████████████
- Select ██████████████████████
- Select ████████████████████████
- Select ████████████████
- Select ████████████████████████
- Verify the report totals match the DS200 Results Report
- Reinsert the DS200 thumb drive back into the scanner
- Enter ████████████████████

- Select ███████████████████████████
- Enter █████████████████████
- Select ████████████████████
- Select ████████████████████████████
- Select ██████████████████████████
- Lock and seal the scanner
- The scanner is now tested and prepared to be deployed to the polling location

1.4.10.3 Central Count Testing and Preparation (DS450)

- Load the DS450 with the desired polling location *(see 1.4.8)*
- Select ██████████████████
- Select ███████████████████████
- Select ████████

- If the Date and time needs to be adjusted continue with the procedure in the box below.

- If the date and time are correct you may continue with the procedure after the box below.

> - If needed, select ████████
> - Touch ██████ enter ██████████████
> - Enter the correct Date then select ████████████
> - If needed, select ████████
> - Select ██ then enter ██████████████
> - Update the time then ██████████████

- Select ████
- Select ██████████
- Select █████████████████████
- Select ██████████████████████████
- Select ███████████████
- Select ████████████████████████████████████
- Select ████████████████████
- Select ███████████████

- Verify all totals on the screen are zero, then select ███

> If any ballots feed to the top bin, they have **not** been counted. The scanner will sort Overvoted, Blank and Unreadable ballots to the top bin for your review. Once reviewed, you must also scan any accepted ballots. You will need to press ████████████████████████████ to turn off the sort options. Once turned off, ██████████████████████████████████ to clear out the top bin ballot count. You will be warned that the top bin ballots will have to be scanned again. Now, the scanner will accept and tabulate the reviewed ballots.

- Once all ballots have been scanned, select ████
- On the next screen, select ████████████
- Select ██████████████
- Select ██████
- You will then be asked if you wish to print a results report. Verify the printer is powered on and select ███████
- Insert the DS450 results thumb drive
- Select ██████████
- Select ████████████████
- Select ████
- Once exported, remove the thumb drive from the DS450 and select ██████
- Insert the DS450 results thumb drive into the Electionware workstation
- In Electionware, select ████████████
- Select ██████████
- Select ████████████████
- Select ████████████
- Select ████████████████
- Verify the report totals match the DS450 Results Report
- Once verified, select ████████████
- Enter ████████
- Select ██████████
- The DS450 is now prepared for election day

1.4.11 ZEROING COUNTED PRECINCTS IN ELECTIONWARE

- In Electionware, open the desired election and go to █████████████████████ ████████

- Select █████████████████████████████████

- Right-Click ███████████████

- Select ██████████████████

- A warning window will appear notifying you the election results will be cleared if you continue, select ████████

- View a results report to verify election results have been cleared.